

JEFFREY A. DODGE

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WORK EXPERIENCE

HOFSTRA UNIVERSITY SCHOOL OF LAW

Hempstead, NY

Assistant Dean for Global Initiatives & Multicultural Affairs, July 2010-Present

Advance the comprehensive internationalization mission of the Law School through strategic planning and implementation. Serve on the Dean's Cabinet with senior administrators.

Responsibilities that Followed from Previous Positions:

- Complete accreditation and ranking surveys, including the A.B.A. Annual Questionnaire, A.B.A. Foreign Programs Annual Questionnaires, and U.S. News & World Report survey.
- Conduct and present on institutional research projects, including comprehensive bar exam results and employment analyses.
- Evaluate J.D. and LL.M. student applications for admission.
- Serve as the liaison to the N.Y. Board of Law Examiners, bar associations, and organizations.
- Represent the Law School on University committees and task forces.
- Maintain the Law School facility and execute master plan renovations.
- Manage numerous administrators, staff members, research assistants, and student aides.

Global Initiative Responsibilities:

- Oversee the budgetary, programmatic, and curricular organization of three study abroad programs and four semester exchange relationships.
- Design new international programs, courses, externships, and LL.M. degrees.
- Recruit, enroll, and advise international LL.M. and J.D. students.
- Facilitate the F-1 and J-1 visa processes for international students.
- Maintain the International Student Financial Aid and Scholarship Resource Guide.
- Develop relationships with internationally minded organizations and firms for placements.
- Manage the Global Legal Practice Externship Program in seven cities across the world.
- Advise students of international law opportunities and maintain career resources.
- Provide academic support and bar exam guidance to international and domestic students.
- Draft and negotiate Memorandums of Understanding and Activity Agreements to govern partnerships with other schools and institutions.
- Fundraise for the Global Impact Fund.
- Organize international guest lecturers, conferences and symposia.
- Increase the presence of Hofstra Law School in the global legal community.

Multicultural Affairs Responsibilities:

- Organize minorities in the law heritage month programming with diversity student organizations.
- Coordinate Youth Law Day to encourage minority high school students to pursue legal careers.
- Encourage foreign language development through curricular and extra-curricular initiatives.
- Develop and present professional development lectures and panels on careers in international law, cultural competency skills, diversity in the legal profession, and more.

Assistant Dean for Administration & Operations, April 2008-June 2010

Director of Continuing Legal Education Programs, September 2007-August 2010

General Responsibilities:

- Oversaw strategic planning in the areas of Student Affairs, International Programs, Physical Plant, Continuing Legal Education, Special Events, and Communications.
- Participated in prospective student recruitment and yield planning.
- Advised the Dean and Vice Dean on academic matters impacting students.
- Served as a liaison for the Dean to University officials, committees, and departments, including Human Resources, University Relations, and Physical Plant.

Student Affairs Responsibilities:

- Spearheaded student initiatives, from orientation to commencement for a student body of 1,100.
- Planned and executed professional development and student leadership programming.
- Served as a liaison to professional organizations for employer and alumni relations purposes, including all area bar associations.
- Counseled students on academic and personal matters and made referrals to Hofstra University resources, like psychological services, when necessary.
- Facilitated the budgetary allocation of student fees to student organizations.
- Designed plans for bar exam preparedness counseling, yield strategies, and academic advising.
- Advised four student-run journals on budgeting, interpersonal issues, alumni engagement, student research requirements, and publication scheduling.
- Managed the Special Opportunity, Student Advisory Council, and Dean's Scholar programs.
- Oversaw student disciplinary matters, leave of absence and withdrawal requests, and disability accommodations for classes and exams.
- Developed and enforced the student handbook, organization guidebook and code of conduct.
- Launched and maintained Hofstra Law's exclusive social networking Web site *Lex Lounge*.

Communications Responsibilities:

- Enhanced the Law School's reputation through publications, media placements, and advertising.
- Crafted the advertising and publication plans for prospective students, current students, alumni, potential employers, the legal academy, and members of the bench and bar.
- Wrote and developed marketing materials, from the prospective student view book to the alumni magazine and event invitations to fundraising solicitations.

Director of Alumni Relations, August 2006-April 2008

Organized alumni events, including awards dinners, golf outings, and receptions. Prepared profit and loss statements, budgets and marketing plans for fundraising events. Supported the Alumni Association's Board of Directors. Developed electronic and print communication, including monthly e-newsletters, brochures, and invitations. Enhanced alumni programs and benefits with other departments. Maintained "Alumni & Friends" Web site. Counseled students seeking career and academic advice. Advised student organizations on increasing alumni involvement. Initiated the class gift program. Supervised two support staff members and student aides.

KOEPPPEL MARTONE & LEISTMAN, LLP

Mineola, NY

Law Clerk, May 2005-February 2006

Conducted legal research on condemnation, tax certiorari and eminent domain related matters. Wrote inter-office and client memoranda. Prepared and organized appellate record and brief. Drafted motions, briefs and reply briefs. Created and reviewed stipulations and certifications. Analyzed real property tax documents. Organized class action lawsuit files.

SOUTH BROOKLYN LEGAL SERVICES

Brooklyn, NY

Legal Intern, Summer 2004

Represented clients in appeals hearings for supplemental security income and social security disability.

BRIDGE HOUSING CORPORATION

San Diego, CA

Project Administrator, January-August 2003

Researched demographic information on potential project communities. Prepared private, state, regional and city funding applications for affordable housing projects. Facilitated the due diligence process to close permanent and construction loans. Provided input on the design, location and name of new developments.

ACCENT INTERNATIONAL

London, UK

Student Services Coordinator, August-December 2002

Created programs, calendars, fliers and databases on activities in London. Oversaw two residential buildings comprised of 125 students. Assisted students with issues from work to roommate conflicts.

CITY OF SAN DIEGO, COUNCIL DISTRICT 2

San Diego, CA

Council Representative, March-August 2002

Represented the Councilmember at civic events and meetings. Prepared agendas and minutes for the Select Committee. Wrote resolutions, proclamations and legislative briefs. Served as the primary liaison in addressing constituent concerns.

EDUCATION

HOFSTRA UNIVERSITY SCHOOL OF LAW

Hempstead, NY

J.D., May 2006

Honors: *Family Court Review*: Managing Editor (2005-06)
Distinguished Service to the School Award Recipient
Fellowship in the Advocacy of LGBT People Recipient

Activities: Student Bar Association: President (2005-06); Vice President (2004-05)
Westlaw: Student Representative (2004-06)
Housing Rights Clinic, Student Intern (2006)
Independent Study on the Referenda Process of Lawmaking (2006)

Publication: Note, *Same-Sex Marriage And Divorce: A Proposal for Child Custody Mediation*, 44(1)
Family Court Review 89-105 (2006).

UNIVERSITY OF CALIFORNIA, SAN DIEGO

La Jolla, CA

B.A. in Political Science, minor in Law and Society, June 2002

Activities: Associated Students: Student Body President (2001-02); Vice President (2000-01)
Thurgood Marshall College: Resident Advisor (2000-2002)
San Diego Chamber of Commerce: Campus Connection Representative (2001-02)
LGBT Alliance Program: Founder & Curriculum Developer (2001-02)

PRESENTATIONS

- “Nudging Students by Utilizing Social Media,” American Bar Association’s Associate Deans Conference, June 2010.
- “Applying to Law School in the United States,”
 - QS International Graduate Law Student Forums in Shanghai, China and Manila, the Philippines, Fall 2010.
 - U.S. Department of Commerce Education Trade Mission, Jakarta, Indonesia, April 2011.
 - U.S. Embassy in Kazakhstan and Fulbright Commission, Webinar, May 2011.
- “Integrating Professional Development Skills into International Opportunities: What’s Possible and How Do We Do It?” QS Middle East and Africa Professional Leaders in Education Conference, May 2011.
- “Workshop on the Future of Legal Education: Should Foreign Law Schools be Able to Obtain ABA Accreditation?” Panelist, Southeastern Association of Law Schools Conference, July 2011.

PROFESSIONAL ENGAGEMENT

- American Association of Law Schools, Section on International Legal Exchange, Secretary.
- National Association for Law Placement, International and LL.M. Section, Section Tweeter.
- NAFSA: Association of International Education Professionals, Selected Academy Participant.
- Law School Admissions Council, International and LL.M. Section, Member.
- American Bar Association, International Law Section, International Legal Education Committee and Law Student, LL.M. and New Lawyer Outreach Committee, Member.
- International Association of Law Schools, 2010 & 2011 Delegate.
- N.Y. State Bar International Matters Task Force, Academic Advisor and Report Contributor.
- Legally Global, International Law Career Resource Blog, Founder and Sole Author.
- Vanderbilt University, Peabody Institute in Higher Education Management, 2008 Summer Fellow.
- Nassau County Bar Association, “Gender and the Law Symposium” and “Attorneys in Transition,” Presenter and Organizer, and Membership Committee Member.
- U.S. Department of Commerce, Education Trade Mission to Indonesia and Vietnam, Participant.
- UCSD Alumni Association, Associated Students Past President Society and LGBT Alumni Council (2008-Present) and former New York Regional Chapter President (2004-06).

BAR MEMBERSHIPS

- New York Bar, passed the July 2006 exam, admitted in February 2010.
- California Bar, passed the February 2007 exam, admission pending in Summer 2011.